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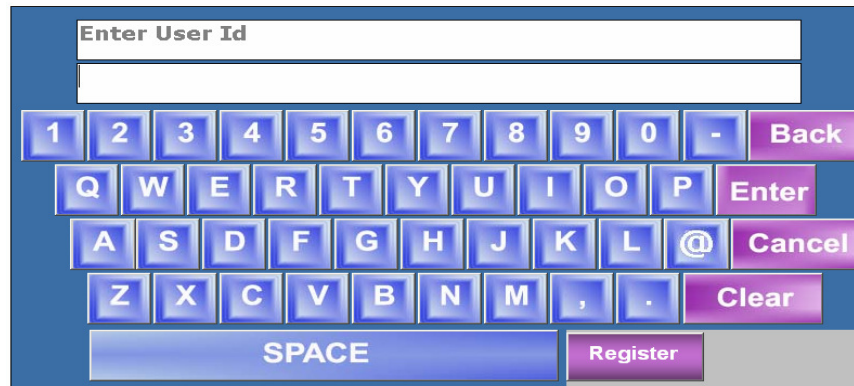
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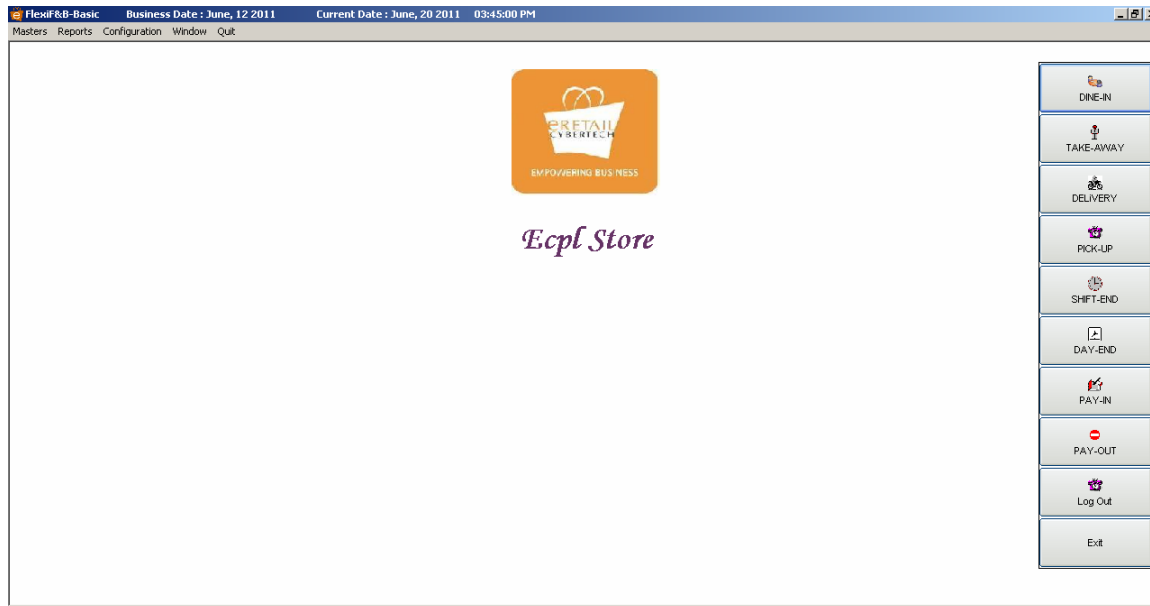
SALES / BILLING

To start FlexiF&B Basic double click on the **FlexiF&B-basic** icon from the desktop or double click on **FlexiF&B-basic** file from the folder where you have installed. The following screen is displayed.



The login screen features a blue background. At the top, there is a text box labeled "Enter User Id". Below this is a numeric keypad with buttons for digits 1-0, a hyphen/underscore key, and a "Back" button. The next row contains letters Q-P and an "Enter" button. The third row contains letters A-L, an at-sign key, and a "Cancel" button. The fourth row contains letters Z-M, a comma/semicolon key, a period/apostrophe key, and a "Clear" button. At the bottom, there is a large "SPACE" button and a "Register" button.

Key in the **User Id** and press the **<Enter>** button followed by the **Password** and press the **<Enter>** button in the next screen. If you entered the correct User Id and Password you will see the following screen



From the above screen you need to select the type of service you want by clicking on the appropriate button. We shall explain each of the service in detail.

1. FUNCTION KEYS

1.1. PRICE OVERRIDE

To do a Price Override, click on the **<Price Override>** button or press **<Ctrl+P>** key, then the following screen with all the selected Menu Item list will be displayed. (as shown)

The screenshot shows the FLEXI F&B for Sales interface. At the top, it displays 'Business Date : May, 09 2011' and 'Calendar Date : June, 21 2011 04:07:09 PM'. Below this, there are fields for 'Pos No' (1), 'Bill No' (4), 'TAKEAWAY', 'Shift No' (1), and 'Date' (09-May-2011). A table lists the selected menu items:

Sl	Menu Item	Rate	Qty	Amount	CalAmount	Menu
1	ALU WADI 4 PCS	30.00	1.000	30.00	30.00	100
2	KOTHIMBIR WADI	25.00	1.000	25.00	25.00	101
3	VEG CUTLET 2PCS	104.00	1.000	104.00	104.00	102

Below the table, there is a 'Total Amt' field showing 163.00. At the bottom, there is a 'Menu # /EAN' field and a 'F4' button. On the right side, there are buttons for 'ALU WADI 4 PCS 1', 'KOTHIMBIR WADI 6PCS 1', 'VEG CUTLET 2PCS 1', and a 'Cancel' button. A message at the bottom right says 'Pl. Select the Menu Item'.

From the list displayed, select the Menu Item for which you want to change the price (**Price Override**), then the following number pad will be displayed to keyin the Price. *(it will be allowed only if the <Open Rate> is enabled in the MenuMaster)*

The screenshot shows the 'Price Override' dialog box. It has a title bar 'Price Override' and a large empty text field for entering the new price. Below the text field is a numeric keypad with buttons for digits 0-9, a decimal point, and a left arrow. At the bottom, there are 'OK' and 'Cancel' buttons.

Key In the new price which you want to update to the existing sale price and click on **<OK>** button, the sale price will be changed with the new price entered.

1.2. QUANTITY OVERRIDE

To do a Quantity Override, click on the **<Quantity Override>** button or press **<Ctrl+Q>** key, then the following screen with all the selected Menu Item list will be displayed. (as shown)

The screenshot shows the FLEXI F&B for Sales interface. The top bar displays 'Business Date : May, 09 2011' and 'Calendar Date : June, 21 2011 04:07:09 PM'. Below this, there are fields for 'Pos No' (1), 'Bill No' (4), 'TAKEAWAY', 'Shift No' (1), and 'Date' (09-May-2011). A table lists menu items with columns: Sl, Menu Item, Rate, Qty, Amount, CalAmount, and Menu. The items are: 1 ALU WADI 4 PCS (Rate 30.00, Qty 1.000, Amount 30.00, CalAmount 30.00, Menu 100), 2 KOTHIMBIR WADI (Rate 25.00, Qty 1.000, Amount 25.00, CalAmount 25.00, Menu 101), and 3 VEG CUTLET 2PCS (Rate 104.00, Qty 1.000, Amount 104.00, CalAmount 104.00, Menu 102). Below the table, there is a 'Total Amt' field showing 163.00. At the bottom, there is a 'Menu # / EAN' field and an 'F4' button. On the right side, there are buttons for 'ALU WADI 4 PCS 1', 'KOTHIMBIR WADI 6PCS 1', 'VEG CUTLET 2PCS 1', and a 'Cancel' button. A message at the bottom right says 'Pl. Select the Menu Item'.

From the list displayed, select the Menu Item for which you want to change the quantity (**Quantity Override**), then the following number pad will be displayed to keyin the Quantity (Number or Decimals). (*Decimal quantity will be allowed only if the **<Decimal>** is enabled in the MenuMaster*)

The screenshot shows a 'Pl Select desired Qty.' dialog box. It has a text input field at the top with the number '5' entered. Below the input field is a numeric keypad with buttons for digits 0-9, a decimal point, and a left arrow. At the bottom, there are 'OK' and 'Cancel' buttons.

Key In the new quantity which you want to update to the existing quantity and click on **<OK>** button, the quantity will be updated with the new quantity entered.

1.3. VOID

To do a Void, click on the **<VOID>** button or press **<Ctrl+V>** key, then the following screen with all the selected Menu Item list will be displayed. (as shown)

Business Date : May, 09 2011 Calendar Date : June, 21 2011 04:37:09 PM

Pos No: 1 TAKEAWAY Shift No: 1
 Bill No: 4 Date: 09-May-2011

Sl	Menu Item	Rate	Qty	Amount	CalAmount	Menu
1	ALU WADI 4 PCS	30.00	1.000	30.00	30.00	100
2	KOTHIMBIR WADI	25.00	1.000	25.00	25.00	101
3	VEG CUTLET 2PCS	254.00	1.000	254.00	254.00	102

Total Amt: 319.00

Menu # [] F4

Buttons: ALU WADI 4 PCS 1, KOTHIMBIR WADI 6PCS 1, VEG CUTLET 2PCS 1, Cancel

Pl. Select the Menu you want to Void/UnVoid

From the list displayed, select the Menu Item which you want to don't want(**VOID**), then the selected Menu Item will be voided. You can see the same in the above picture. You will find the **<void>** shown in the Amount coloumn in the billing area, and the button color will change to Green color for the voided item (as shown in the selected item list)

You can unvoid the Menu Items which are already voided, to do so click on the **<VOID>** button or press **<Ctrl+V>** key, the screen with all the selected Menu Item list including the Voided Menu items will be displayed. (as shown above)

Business Date : May, 09 2011 Calendar Date : June, 21 2011 04:29:06 PM

Pos No: 1 TAKEAWAY Shift No: 1
 Bill No: 4 Date: 09-May-2011

Sl	Menu Item	Rate	Qty	Amount	CalAmount	Menu
1	ALU WADI 4 PCS	30.00	1.000	30.00	30.00	100
2	KOTHIMBIR WADI	25.00	1.000	<Void>	25.00	101
3	VEG CUTLET 2PCS	254.00	1.000	254.00	254.00	102

Total Amt: 294.00

Menu # [] F4

Buttons: ALU WADI 4 PCS 1, KOTHIMBIR WADI 6PCS 1, VEG CUTLET 2PCS 1, Cancel

Pl. Select the Menu you want to Void/UnVoid

click on the Voided (Button in Green color) menu item which you want to unvoid.

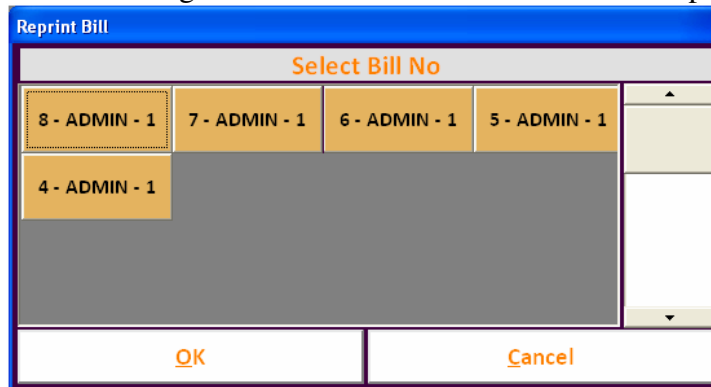
1.4. REPRINT BILL

To print a duplicate bill (Reprint), click on the **<REPRINT BILL>** button or press **<Ctrl+R>** key, then the following screen will be displayed to select the Date to print a duplicate bill (as shown).



A dialog box titled "Date Selection" with a date picker showing "09/May/2011". Below the date picker are two buttons: "Ok" and "Cancel".

From the above screen select the Date from the drop down calendar for which you want to print the duplicate bill. Then the following screen with the list of Bills will be displayed. As shown below.

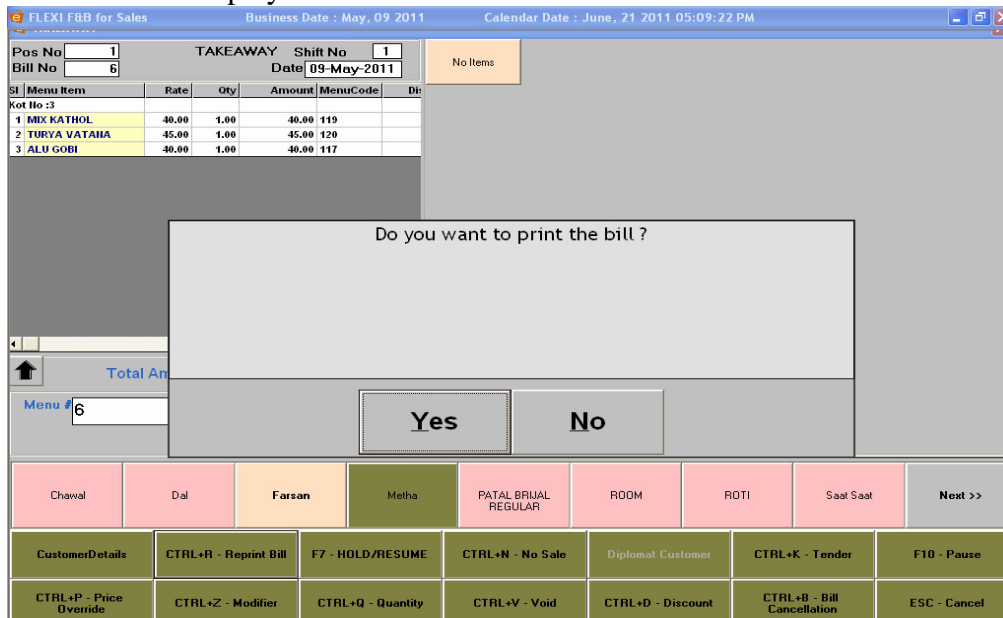


A dialog box titled "Reprint Bill" with a sub-header "Select Bill No". It displays a list of bills in a grid:

8 - ADMIN - 1	7 - ADMIN - 1	6 - ADMIN - 1	5 - ADMIN - 1
4 - ADMIN - 1			

At the bottom are two buttons: "OK" and "Cancel".

Select the Bill from the list of which you want to print a duplicate copy and click on **<OK>** button, then the Items of the selected bill will be loaded in the bill screen and the following confirmation message screen will be displayed.



The main bill screen shows a confirmation dialog: "Do you want to print the bill ?" with "Yes" and "No" buttons. The background shows a bill summary and a menu list.

Bill Summary:

Pos No	1	TAKEAWAY	Shift No	1
Bill No	6	Date	09-May-2011	

Menu List:

Sl	Menu Item	Rate	Qty	Amount	MenuCode	Di
1	MIX KATHOL	40.00	1.00	40.00	119	
2	TURRYA VATAHA	45.00	1.00	45.00	120	
3	ALU GOBI	40.00	1.00	40.00	117	

Footer Menu:

Chawal	Dal	Farsan	Melha	PATAL BRIJAL REGULAR	ROOM	ROTI	Saat Saat	Next >>
CustomerDetails	CTRL+R - Reprint Bill	F7 - HOLD/RESUME	CTRL+N - No Sale	Diplomat Customer	CTRL+K - Tender	F10 - Pause		
CTRL+P - Price Override	CTRL+Z - Modifier	CTRL+Q - Quantity	CTRL+V - Void	CTRL+D - Discount	CTRL+B - Bill Cancellation	ESC - Cancel		

Click on **<Yes>** button to print the Bill or Click on **<No>** button to close without printing the duplicate bill

1.5. DISCOUNT

To give a Item Discount while billing, click on the **<DISCOUNT>** button or press **<Ctrl+D>** key, then the following screen with all the selected Menu Item list will be displayed. (as shown)

VEG CUTLET 2PCS 1	ALU BHAIYA 8PCS 1	MONG DALBHAIYA 6PC 1	DHOKLA 6PCS 1	PATRA 4PCS 1
MINI BATATVADA 4PC 1	KOTHIMBIR WADI 6PCS 1	Cancel		

PI select the Menu Item for Discount

Select the Menu Item for which you want the discount to be given, just click on the Menu Item Button. then the list of available discounts will be displayed. (as shown below)

Cancel	1 % DISC	5% DISC	10 % VIP DISC	15 % STU DISC
--------	----------	---------	---------------	---------------

PI Select the desired Discount

Select the required discount which you want to give by clicking on the Discount Button. the following confirmation Message with the discount applied will be shown.

Discount Applied :
10%

OK

Click on the **<OK>** button to get effected in the billing, and the same discount details will be shown in the billing area at the menu item for which the discount is applied. (as shown below)

FLEXI F&B for Sales Business Date : May, 09 2011

Pos No DINE IN Shift No
 Bill No Date

Sl	Menu Item	Rate	Qty	Amount	CalAmount	Menu
1	VEG CUTLET 2PCS	50.00	1.000	50.00	50.00	102
2	ALU BHAIYA 8PCS	15.00	1.000	15.00	15.00	103
3	MONG DALBHAIYA	15.00	1.000	15.00	15.00	104
4	DHOKLA 6PCS	25.00	1.000	25.00	25.00	105
5	PATRA 4PCS	30.00	1.000	30.00	30.00	106
6	MINI BATATVADA	20.00	1.000	20.00	20.00	107
7	KOTHIMBIR WADI 6PCS1.000 * @ 22.50 (25.00 disc by 10.00 %)	25.00	1.000	22.50	25.00	101

Total Amt

Menu # F4 Table

1.6. CANCEL BILL

Cancel is used for two operations, first is to come out of the billing mode (just open the billing and come out) and second is to cancel a billing (cancel after selecting Menu Items) for both the operations the single key is used.

To do a Cancel while in the billing mode (after selecting some Menu Items) as shown in below screen.

The screenshot displays the FLEXI F&B for Sales application. At the top, it shows the Business Date as May 09 2011 and the Calendar Date as June 22 2011 10:47:23 AM. Below this, there are fields for Pos No (1), Bill No (8), TAKEAWAY, Shift No (1), and Date (09-May-2011). A table lists menu items with columns for Sl, Menu Item, Rate, Qty, Amount, CalAmount, and Menu. The items listed are: 1 DAHI KADI (40.00, 1.000, 40.00, 40.00, 127), 2 DAL FRY (35.00, 1.000, 35.00, 35.00, 126), 3 ALU BHAIYA 8PCS (15.00, 1.000, 15.00, 15.00, 103), and 4 ALU WADI 4PCS (30.00, 1.000, 30.00, 30.00, 100). Below the table, there is a Total Amt field showing 120.00 and a Menu # field with F4. At the bottom, there is a navigation bar with buttons for Chawal, Dal, Farsan, Metha, PATAL BRUAL REGULAR, ROOM, ROTI, Saat Saat, Next >>, CustomerDetails, CTRL+R - Reprint Bill, F7 - HOLD/RESUME, CTRL+N - No Sale, Diplomat Customer, CTRL+K - Tender, F10 - Pause, CTRL+P - Price Override, CTRL+Z - Modifier, CTRL+Q - Quantity, CTRL+V - Void, CTRL+D - Discount, CTRL+B - Bill Cancellation, and ESC - Cancel.

Now if you want to cancel the above bill (after selecting some Menu Items), click on **<Cancel>** button or press **<ESC>** key, then the following confirmation message screen will be displayed.

The confirmation message screen is a simple dialog box with a light gray background. It contains the text "Do you Want to discard the bill ?" in a black font. Below the text, there are two buttons: "YES" and "NO". The "YES" button is highlighted with a dashed border.

If you want to cancel the bill, then Click on **<YES>** button or press **<Alt+Y>** key, or if you don't want to cancel the bill then click on **<NO>** button or press **<Alt+N>** key.

To Cancel (close) the bill mode then directly click on **<Cancel>** button or press **<ESC>** key, then the billing will be closed and the Application front end will be displayed.

1.7. PAUSE

Pause is used to hang up the application temporarily, on pause the user is logged out of the application. If you want to proceed with billing then need to enter User ID and Password again.

To Pause the application while in the billing mode, Click on the **<PAUSE>** button or press **<F10>** key. Then the following Login Screen will be displayed. (As shown below)

The screenshot shows the FLEXI F&B for Sales application interface. At the top, it displays 'Business Date : May, 09 2011' and 'Calendar Date : June, 22 2011 11:02:56 AM'. Below this, there are fields for 'Pos No' (1), 'TAKEAWAY', 'Shift No' (1), and 'Date' (09-May-2011). A menu list is visible on the left, showing items like DAHI KADI, DAL FRY, ALU BHAIYA, and ALU WADI. The main area is a grid of menu items with prices. Overlaid on this is a login screen with a text input field for 'Enter User Id', a numeric keypad (0-9, -, Back), an alphanumeric keypad (QWERTYUIOP, ASDFGHJKL, ZXCVBNM, comma/semicolon, apostrophe/quotation mark, Clear), and buttons for 'Enter', 'Cancel', and 'Clear'. A 'Next >>' button is located at the bottom right of the login overlay. At the very bottom of the application window, there is a row of buttons for various functions: CustomerDetails, CTRL+R - Reprint Bill, F7 - HOLD/RESUME, CTRL+N - No Sale, Diplomat Customer, CTRL+K - Tender, F10 - Pause, CTRL+P - Price Override, CTRL+Z - Modifier, CTRL+Q - Quantity, CTRL+V - Void, CTRL+D - Discount, CTRL+B - Bill Cancellation, and ESC - Cancel.

If you want to start the Billing again, then you need to Key In [User ID and Password] again to start.

NO SALE

No Sale option is used to Open the Cash Drawer even if the bill tending is not done, usually the cash drawer is open automatically on Tendering a Bill. This option can also be restricted in the access level.

1.8. HOLD / RESUME

Hold /Resume option is used to hold a transaction while in the billing process temporarily and resume (recall) later. This will help in billing.

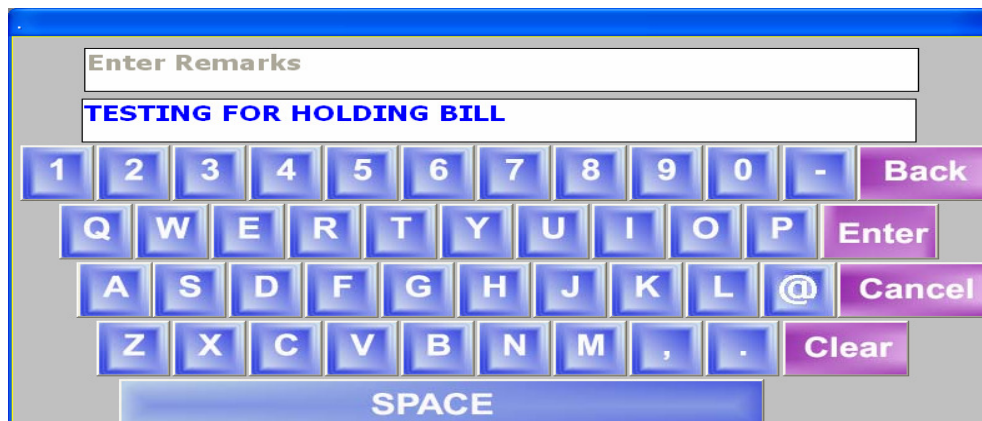
HOLD BILL

To Hold/Resume a Bill, Click on the **<Hold/Resume>** button or press **<F7>** key, then the following confirmation is displayed. (as shown below).



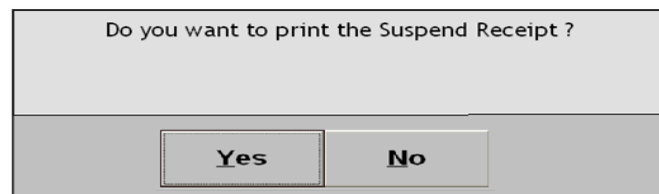
A dialog box titled "Suspend Selection" with a light gray background. At the bottom, there are two buttons: "HOLD" and "CANCEL".

To hold the bill, click on the **<HOLD>** button or press **<Alt+H>** key, then the following keyboard screen will be displayed to keyin the remarks for the hold bill.



A keyboard input screen with a blue border. At the top, there is a text input field labeled "Enter Remarks" containing the text "TESTING FOR HOLDING BILL". Below the input field is a virtual keyboard with buttons for numbers 1-0, letters QWERTYUIOP, ASDFGHJKL, ZXCVBNM, and punctuation marks. There are also buttons for "Back", "Enter", "Cancel", "Clear", and a "SPACE" button at the bottom.

Enter the remarks for holding the bill and press **<Enter>** key, then a confirmation message will be shown, whether to print the Hold Receipt or not.



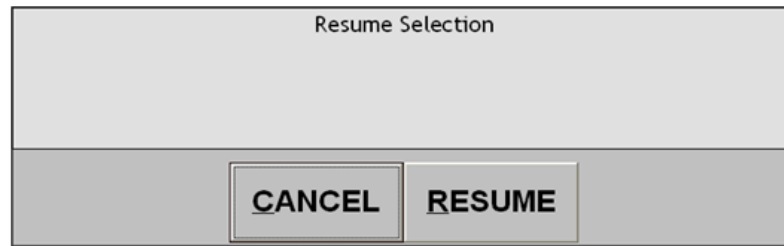
A dialog box with a light gray background. The text inside says "Do you want to print the Suspend Receipt ?". At the bottom, there are two buttons: "Yes" and "No".

If you click on **<Yes>** button then a receipt will be printed & if you click on **<No>** then the bill will be put on Hold.

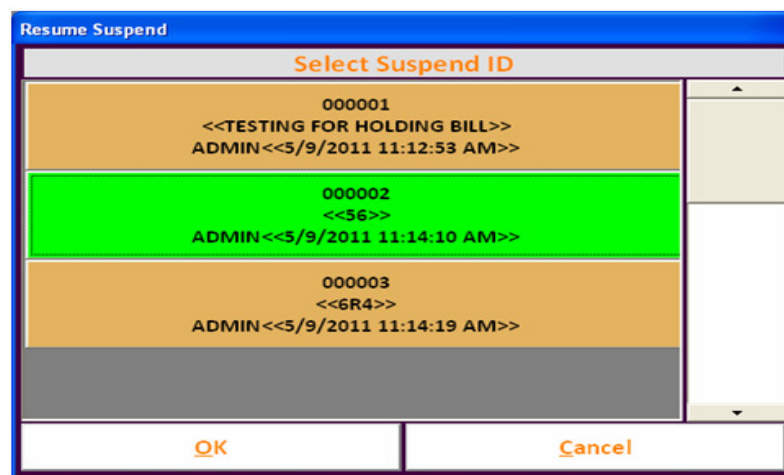
The Bill Resume process is explain in the next page.

1.9. RESUME BILL

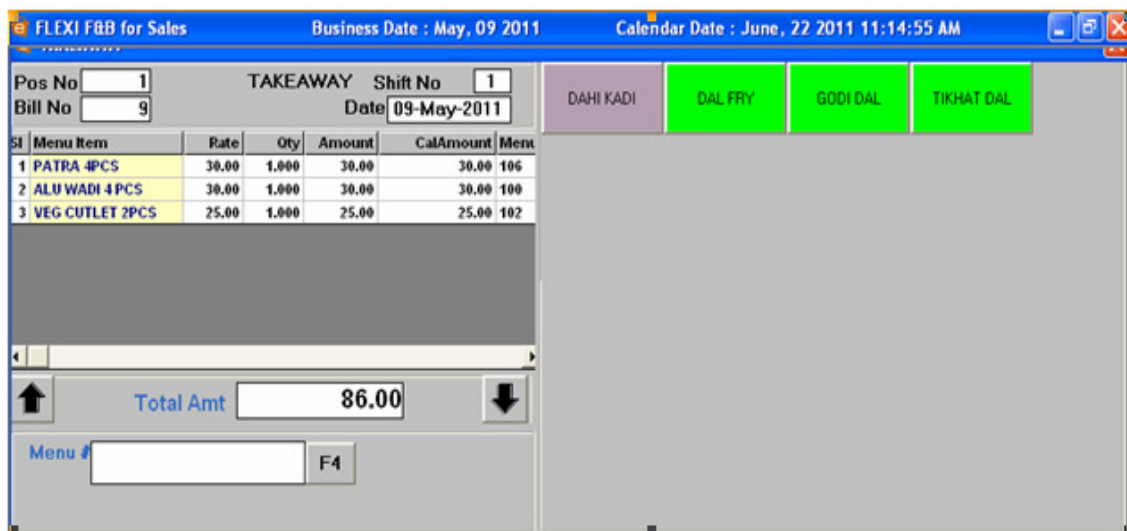
To Resume a Bill, Click on the **<Hold/Resume>** button or press **<F7>** key, then the following confirmation screen is displayed. (as shown below).



To resume the bill, click on the **<RESUME>** button or press **<Alt+R>** key, then the following screen with the list of Holded Bills will be displayed.



Select the required bill which you want to recall (Resume) from the list of hold bills (on selecting the button color will be change to green color), then click on **<OK>** button.



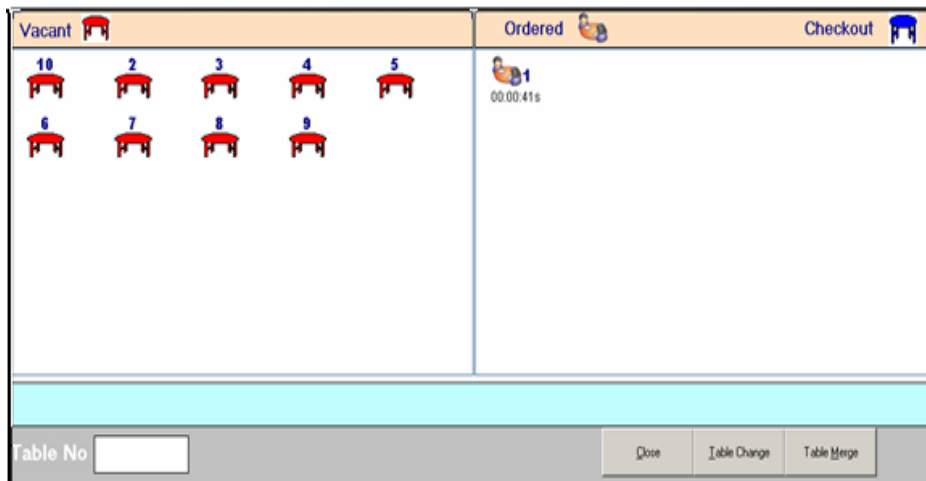
The menu items related to the selected bill will be loaded in the billing area to proceed with normal billing process. (as shown above)

2. BILLING SERVICES

2.1. DINE IN SERVICE

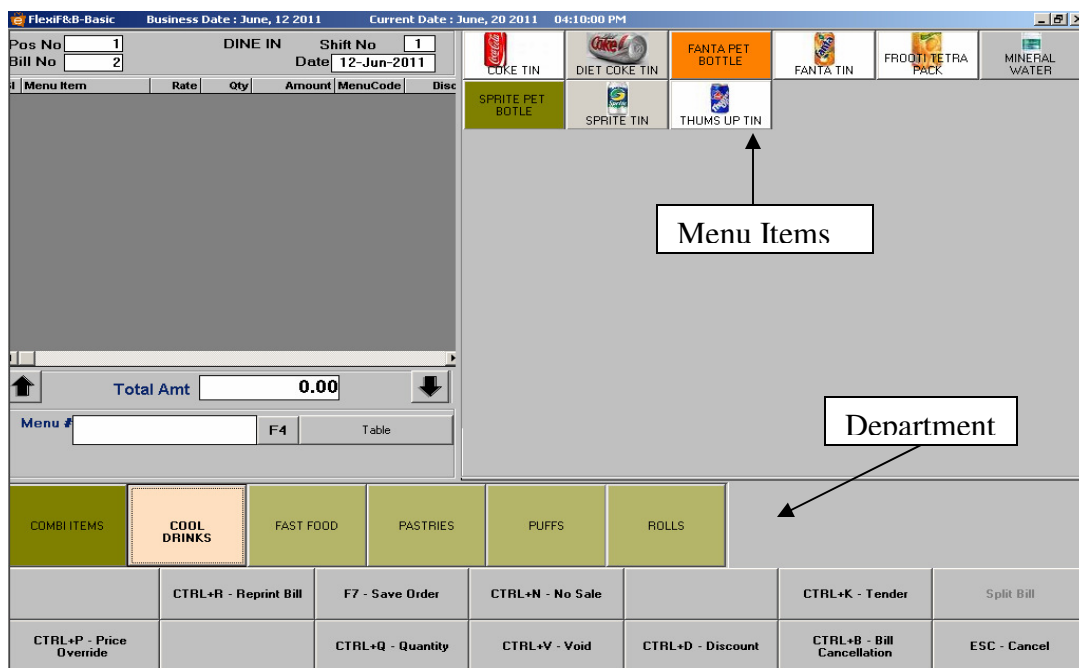
Click on the **<Dine In>** button to transact in this mode, the following screen is shown.

Table selection screen



On the left hand side of the screen, all the **Vacant** tables are displayed and to the right side all **Occupied** and **CheckOut** tables are displayed.

To select a vacant table and enter the **KOT**, double click on the table and you are ready to do the **KOT** as shown in the below screen.



To Start Billing, select the desire [**Department**] button which will show all the **Menu items** of the selected **Department** on the right side of the screen.

To select the **Menu item**, click on the **Menu Item button** in the billing screen, the same will appear on the left side of the screen which is the billing area. By default every time you click the **Menu item** the Quantity is increased by 1.

To select a **Menu items** of different **Department**, click on the desired **Department** and select the **Menu item**, the selected items will be displayed as follows.

#	Menu Item	Rate	Qty	Amount	CalAmount	MenuC
1	COKE TIN	28.00	1.000	28.00	28.00	50101
2	DIRT COKE TIN	25.00	1.000	25.00	25.00	50105
3	SPRITE TIN	20.00	2.000	40.00	20.00	50102
4	THUMBS UP TIN	20.00	2.000	40.00	20.00	50104
5	CHICKEN PIZZA	58.00	1.000	58.00	58.00	20002
6	PINEAPPLE PASTRY	35.00	1.000	35.00	35.00	20004
7	VEG SANDWICH	55.00	1.000	55.00	55.00	20003

Total Amt: 285.00

Menu # / EAN: 10

FAST FOOD

CTRL+R - Repeat Bill F7 - Save Order CTRL+N - No Sale CTRL+K - Tender Split Bill

CTRL+P - Price Override CTRL+Q - Quantity CTRL+V - Void CTRL+D - Discount CTRL+B - Bill Cancellation ESC - Cancel

To save the order, click on the **<Save Order>** button. The order will be saved and the KOT will be printed and then it will return back to the table selection screen as shown below.

Vacant Ordered Checkout

2 3 4 5 6

7 8 9

1 10

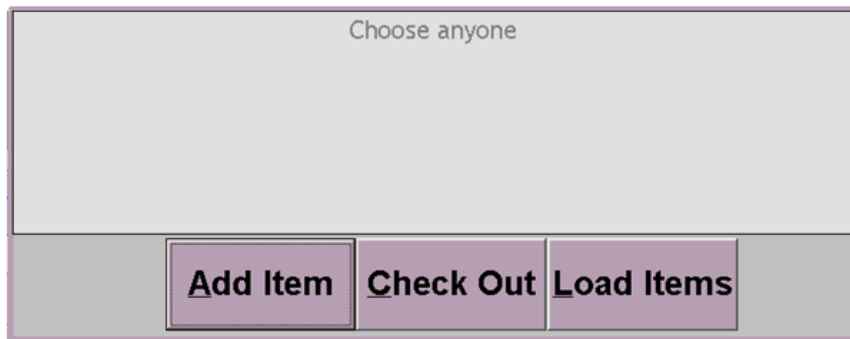
00:13:22s 00:00:22s

Table No:

Close Table Change Table Merge

You can see in the screen above, that the [Table No. 10] is now shown as occupied. To add more **Menu items** to the same table no.10, double click on the Table No.10 on the Occupied side and the following screen is displayed.

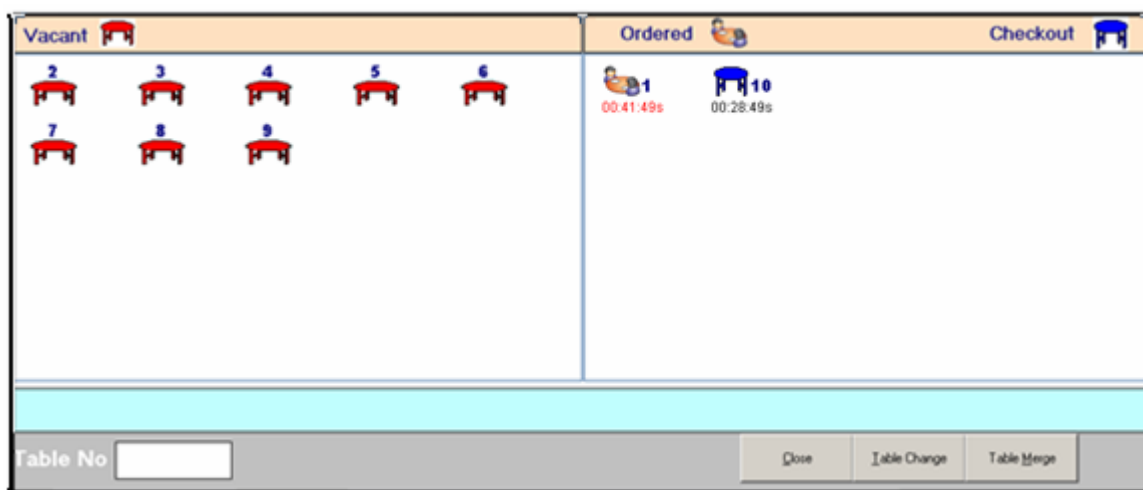
At this screen, you can do 3 operations as shown [**Add Item /Check Out /Load Items**]



To add more (**Menu items**), click on **<Add Item>** button and continue with the process mentioned above and save the order by clicking **<Save Order>**. (*repeat the above step*)

2.1.1. Check Out

To do a Check out, first select the occupied table from the **Table Selection** screen that you want to **Checkout**, the same above options will be displayed. Here click on the **<Check Out>** button. (*Table No.10 as shown below*)



The Status of the [**Occupied**] Table (ex: 10) will changed to [**CheckOut**] mode, which indicates that the respective table is Checkout and ready for Tendering.

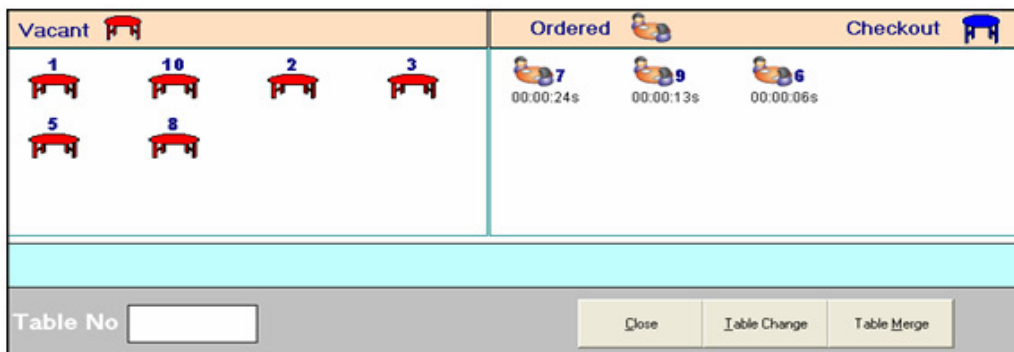
All the [**Menu Items**] are displayed on the screen and the Bill is printed. Based on setting defined ???????. If you have enable the [**Do you want to print bill?**] option then you have the choice to either print the bill or just save the bill. If you select **<Yes>** a bill is printed or if you select **<No>** the bill is saved without printing.

From the above screen it can be seen that **Table No. 10** has changed from **Ordered** to **Checkout**.

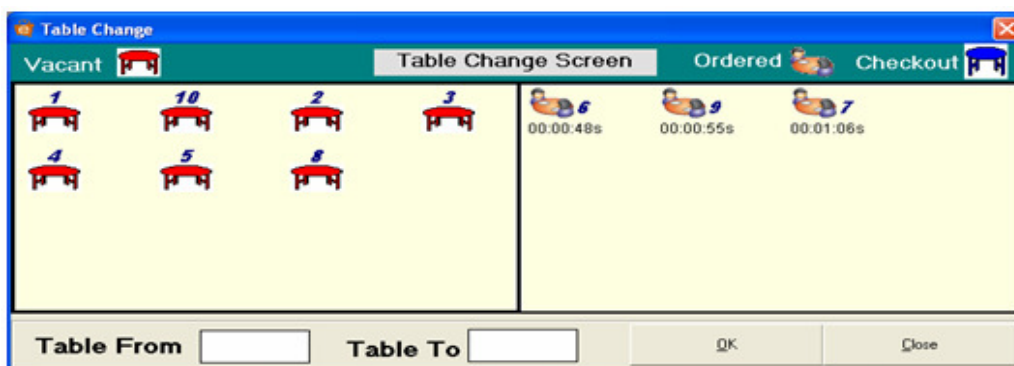
2.1.2. TABLE CHANGE

This option is used when a customer wants to Change(shift) from the current occupied table to a new table.

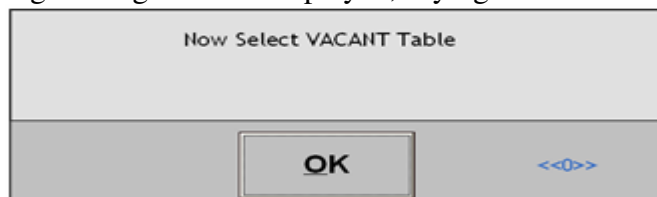
To Change a Table, Click on **<Table Change>** button or press **<Alt+T>** key in the Table selection screen, as shown below.



On clicking the **<Table Change>** button, the following Table Change Screen will be displayed.



At this screen, Select a Occupied Table which you want to change or Key In Table number in [**Table From**] then the following message will be displayed, saying to select a Vacant Table.



Then select a Vacant Table (from left side of the screen) or Key In the Table number in [**Table To**] and click on **<OK>** button.

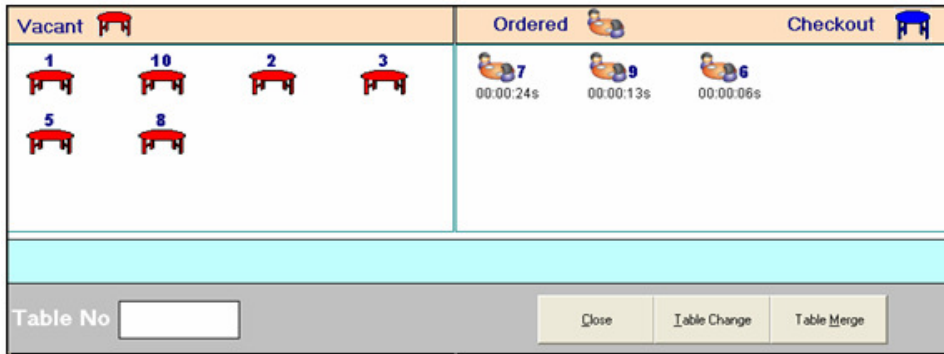


Here, Click on **<YES>** button, then the Table will be changed (Shifted) to the new table and all the transaction will be updated to the new table selected.

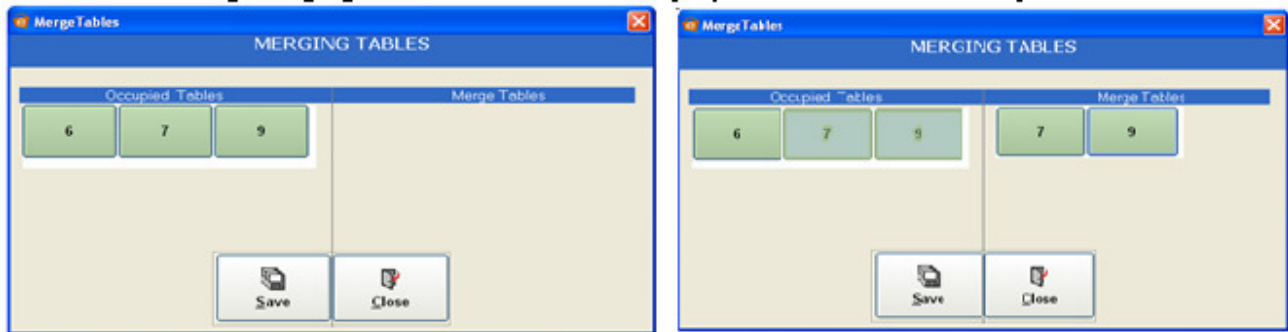
2.1.3. MERGE TABLE

Merge table is done to club multiple tables into one single table and occupied by a group of people. Table merge is possible only if you have more than one Table Occupied.

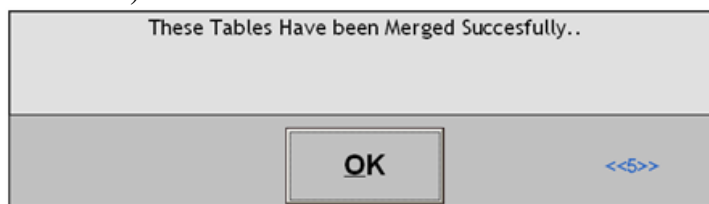
To Merge a Table, Click on **<Table Merge>** button or press **<Alt+T>** key in the Table selection screen, as shown below.



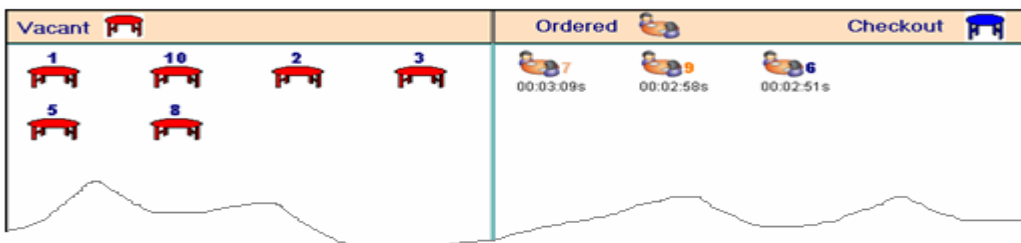
Then the following Merging Tables screen will be displayed with the list of Occupied Tables details.



Select the Occupied Tables one by one which you want to merge into single Table (as shown above), and click on **<Save>** button or press **<Alt+S>** key to Merge the Table. (the tables will get merged to the last selected Table number).



The system will display a confirmation message as shown above. Click on the **<OK>** button.



The status of the merge table will change and a single table will be highlighted. (As shown above) in the above example No.9 and 7 tables are merge and it is merged to **Table No.9**.

2.1.4. SPLIT BILL

Split Bill used to split a single bill into multiple bills, this will be useful in for the customer who come in a group and wants individuals bills.

To Split a Bill, Click on <**SPLIT**> button or press <**Alt+T**> key, the following screen with all the Occupied Tables with Bill No. will display. (as shown below)

Cancel	3 22	6 13	8 18	9 19
--------	---------	---------	---------	---------

Pl. select Table Number to Split Bill.

Select the required Table Number of which you want the bill to be splitted. Click on the button. then the following screen (**left side**) will be displayed with the Menu item list of the selected Table.

The left screenshot shows the 'Split Bill' dialog box with Table No. 6, No Of Items 12, and Amount 292.00. The menu items list includes DAHI KADI, FULKA, ALU WADI 4 PCS, DHOKLA 6PCS, THEPLA, CHAPATI, DAHI CHAWAL, DAL KHICHDI, VAGHARELA BHAT, and THEPLA. The Sub Total is 292.00, Disc Amt is 0.00, Tax is 0.00, and Grand Total is 292.00.

The right screenshot shows the 'Split Bill' dialog box with Table No. 6, No Of Items 12, and Amount 292.00. The menu items list is the same. The Sub Total is 292.00, Disc Amt is 0.00, Tax is 0.00, and Grand Total is 292.00. The dialog box is split into three panels, each showing a bill for Table No. 6 with a total amount of 0.00.

To Split the bill, click on the <**ADD**> button (max of 4 bills). As shown above it is splitted in 3 bills.

The screenshot shows the 'Split Bill' dialog box with Table No. 6, No Of Items 12, and Amount 292.00. The menu items list is the same. The Sub Total is 292.00, Disc Amt is 0.00, Tax is 0.00, and Grand Total is 292.00. The dialog box is split into three panels, each showing a bill for Table No. 6 with a total amount of 157.00, 70.00, and 65.00 respectively.

The splitting can be done Item wise and qty also, To split the menu items, click on menu item in the list and then click in the Blank bill, repeat the same till the splitting is done.

Each bill be assigned with a new bill numbers and you can see the bill amount of each bill.

To split the quantity, click on the menu item, then the quantity entry screen (Number Pad) will be displayed, where you can Key In the quantity. As shown in the following screen.

The below is the screen where you can see the Number Pad shown where you can enter the Quantity which you want to split. This will popup automatically whenever the quantity is more than 1 qty.

The screenshot shows the 'Enter Qty' dialog box with a numeric keypad. The keypad has buttons for digits 0-9, a decimal point, and a back arrow. Below the keypad are 'OK' and 'Cancel' buttons. The background shows a bill interface with three columns for Bill No. 15, 12, and an unlabeled one. Each column has a list of menu items and their quantities, and a summary section at the bottom with Sub Total, Disc Amt, Tax, and Grand Total.

After you complete the splitting, to save the same just click on **<SAVE>** button or press **<Alt+S>** key, then the following confirmation message will be displayed.

A confirmation message dialog box with a light gray background. It contains the text "Bill No 15 Split in 3 Bills." and an "OK" button at the bottom.

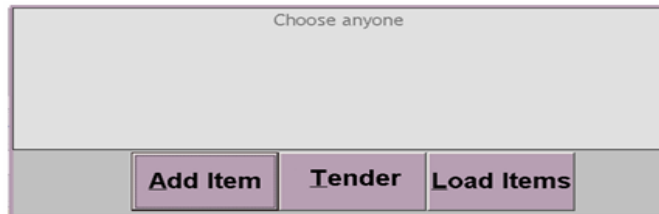
And to Check out and Tender the Table, when you click on the Table Number in the table selection screen, the system will show you all the Bill Numbers in which the bill is split. (as shown below)

The screenshot shows a table selection screen. At the top, there are four buttons: "Cancel", "11", "12", and "13". Below these buttons is a dark gray area with a white box containing the text "Pl. select the Bill Number."

You need to first Check out all the Bills individually and then Tender each bill and close the bill.

2.1.5. TENDER

To do a Tender, select a [**Checked Out**] Table from the **Table Selection** screen, the following options screen will be displayed.



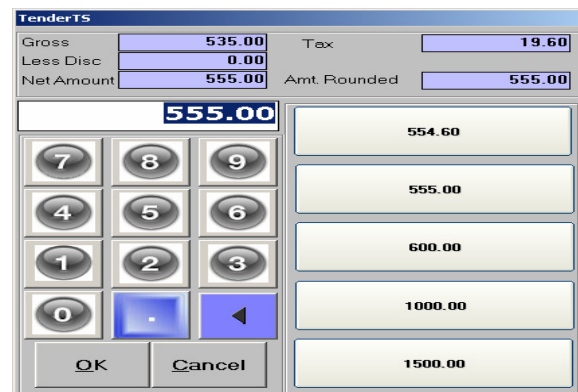
Click on the **<Tender>** button to do the Tendering, all the **Menu items** are loaded in the bill screen and all the available [**Payment Modes**] are displayed on the right side, you can select the required payment for the tendering.



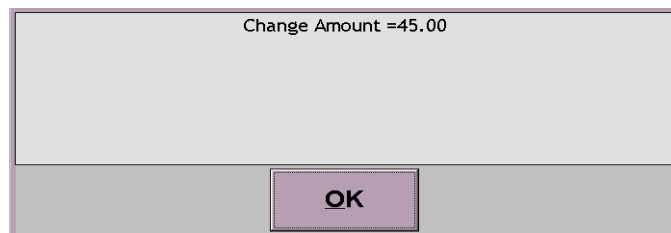
To pay by a single mode of payment, click on the respective Payment mode button.

Example : To pay by **Cash** click on the **<Cash>** button and enter the amount tendered

If the exact amount is being tendered you can directly click on the **<Ok>** button or KeyIn the amount tendered or select from the pre defined amount buttons displayed in the right side of the screen.



In case you click on the **<600.00>** button or entered **<600.00>** above, the following screen is displayed with the **Change Amount** to be given back to the customer.



2.1.6. Multiple Tender Mode

If you want to tender the bill in Multiple Payment modes, then do as explain below.

The screenshot shows the FlexiFnB-Basic POS interface. At the top, it displays 'Business Date : June, 12 2011' and 'Current Date : June, 20 2011 05:28:15 PM'. Below this, there are fields for 'Pos No' (1), 'Bill No' (2), 'DINE IN', 'Shift No' (1), and 'Date' (12-Jun-2011). A table lists menu items with their rates, quantities, and amounts. The total amount is 397.00. At the bottom, there are buttons for 'Menu #', 'F4', and 'Table'. On the right side, there are buttons for 'CASH', 'CARD', 'COUPONS', 'Settle', 'Overall Discount (%)', and 'Overall Discount(Value)'.

#	Menu Item	Rate	Qty	Amount	MenuCode	Disc
1	SPRITE PET BOTTLE	22.00	1.00	22.00	50166	
2	COKE TIN	20.00	1.00	20.00	50161	
3	DIET COKE TIN	25.00	1.00	25.00	50165	
4	SPRITE TIN	20.00	1.00	20.00	50162	
5	ORANGE	50.00	1.00	50.00	50108	
6	PINEAPPLE	30.00	1.00	30.00	50095	
7	BLACK FOREST	35.00	1.00	35.00	50097	
8	BUTTER SCOTCH	30.00	1.00	30.00	50096	
9	PUDDINGS	35.00	1.00	35.00	50113	
0	STRAWBERRY	40.00	1.00	40.00	50099	
1	CHOCOLATE	40.00	1.00	40.00	50098	
2	APPLE	50.00	1.00	50.00	50105	

From the above screen, click on **<Settle>** button to pay by Multiple Payment modes, then the following screen is displayed with all the available payment modes listed.

From the Payment Mode menu, select the first mode of payment which you want to pay.

Example : Cash, click on the **<Cash>** button and click on the **<Ok>** button, then the following screen will popup with the option to Key In the paying amount in this payment mode.

The screenshot shows the 'Payment Modes' dialog box. It has a title bar 'Payment Modes'. Inside, there are three buttons: 'CASH 01' (highlighted in green), 'CARD 02', and 'COUPONS 03'. At the bottom, there are fields for 'Currency Code' (01) and 'Exchange Rate' (1.0000), and 'Ok' and 'Cancel' buttons.

Key In the amount paid in the **[PAYING]** column and click on the **<Ok>** button.

The screenshot shows the 'Tender By CASH' dialog box. It has a title bar 'Tender By CASH'. Inside, there are two columns: 'BALANCE' and 'PAYING'. The 'BALANCE' column has a button '01' and a text field '397.00'. The 'PAYING' column has a text field '200.00'. At the bottom, there are 'Ok' and 'Cancel' buttons.

The system will display the paid amount and balance amount to be paid, as shown in the following screen.

To Proceed with the next payment mode to pay the balance amount to close the bill. Do the following.

The screenshot shows the 'Tender Mode' window with the following data:

Sales Mode			
Sub Total	01		397.00
Discount (-)	01		0.00
Tax	01		0.00
TOTAL	01		397.00
TENDERED	01		200.00
01. CASH	01		200.00
02.			
03.			
CHANGE	01		0.00
07.			
08.			
09.			
10.			
11.			
12.			
DUE	01		197.00
DUE	01		0.00

Buttons at the bottom: Forex, F9 - Close, ESC - Cancel

To pay the balance amount, click on the **<Forex>** button, the screen is displayed with all the available payment modes listed.

Select the next payment mode say the **Card** button, the balance amount will be displayed in the paying column (*it will not accept mode than the balance amount*) then click on the **<OK>** button.

Now the balance payable [**DUE**] field is Zero, that means you can proceed with closing the bill. (as shown in the following screen)

The screenshot shows the 'Tender Mode' window with the following data:

Sales Mode			
Sub Total	01		397.00
Discount (-)	01		0.00
Tax	01		0.00
TOTAL	01		397.00
TENDERED	01		397.00
01. CASH	01		200.00
02. CARD	01		197.00
03.			
CHANGE	01		0.00
07.			
08.			
09.			
10.			
11.			
12.			
DUE	01		0.00
DUE	01		0.00

Buttons at the bottom: Forex, F9 - Close, ESC - Cancel

To Close the bill, click on the **<Close>** button or press Hot key **<F9>** key to get the bill closed and print the bill.

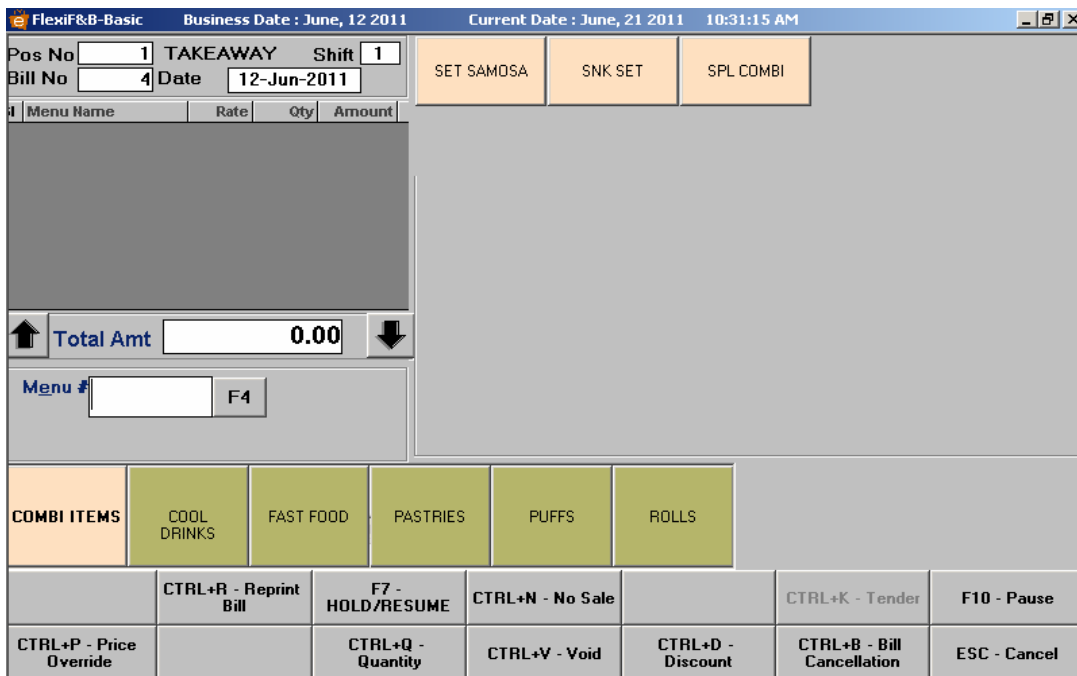
TAKE AWAY SERVICE

Now will explain the process of Take Away Service. In this service customer first pays the amount (bill) and then take the item like (self service). Just in two steps you can close the bill, selecting the required Menu Items and Tendering the bill. If you want can enable Department wise KOT printing in this service.

When you open the application and enter the USER ID /Password, you will be logged into the billing mode. The following screen will be displayed.



To Start the billing, Click on the **<Take Away>** button to transact in this mode, the following screen is shown.



Now you can start the billing in this service by selecting the Department and respective Menu Items.

For Billing, select the desire [**Department**] button which will show all the **Menu items** of the selected **Department** on the right side of the screen.

To select the **Menu item**, click on the **Menu Item button** in the billing screen, the same will appear on the left side of the screen which is the billing area. By default every time you click the **Menu item** the Quantity is increased by 1.

To select a **Menu item** of different **Department**, click on the desired **Department** and select the **Menu item**, the selected items will be displayed as follows.

FlexiF&B-Basic Business Date : June, 12 2011 Current Date : June, 21 2011 10:33:40 AM

Pos No TAKEAWAY Shift
 Bill No Date

#	Menu Item	Rate	Qty	Amount
1	COKE TIN	20.00	1.000	20.00
2	MINERAL WATER	15.00	1.000	15.00
3	SPRITE PET BOTTLE	22.00	1.000	22.00
4	DIET COKE TIN	25.00	1.000	25.00
5	FANTA PET BOTTLE	22.00	1.000	22.00
6	SPRITE TIN	20.00	1.000	20.00
7	LITCHI	50.00	1.000	50.00
8	APPLE	50.00	1.000	50.00
9	BUTTER SCOTCH	20.00	1.000	20.00

↑ Total Amt ↓

Menu # F4

COMBI ITEMS	COOL DRINKS	FAST FOOD	PASTRIES	PUFFS	ROLLS
-------------	-------------	-----------	----------	-------	-------

	CTRL+R - Reprint Bill	F7 - HOLD/RESUME	CTRL+N - No Sale		CTRL+K - Tender	F10 - Pause
CTRL+P - Price Override		CTRL+Q - Quantity	CTRL+V - Void	CTRL+D - Discount	CTRL+B - Bill Cancellation	ESC - Cancel

Once the selection of Menu items is completed and want to close the bill, then click on the **<Tender>** button or press **<CTRL+K>** key.

For the Tendering process, Refer to **Page No.20/21 – Single & Multiple mode Tender**

DELIVERY SERVICE

In this service telephonic orders are taken and delivered to the customer (home delivery). In this service first order is booked and KOT is printed, then after preparation the order is assigned to a Delivery men who will deliver the item to customer and collect the money.

When you open the application and enter the USER ID /Password, you will be logged into the billing mode. The following screen will be displayed.



To Start the Billing, Click on the **<Delivery>** button to transact in this mode, the following screen is shown, which is a customer details entry screen.

Customer Info			Sales Info				
Phone Number	65443018		Customer Since	21/Jun/2011	Average Order	104.00	
Customer Code	C4		Transactions	1	Last Order	12/Jun/2011	
Customer Name	SUKMOHAN SINGH		Amount Spent	104.00	Last Order Amt	104.00	
Delivery Address							
House No	FLAT NO.103		Zip	500011			
Street	NIRMAL TOWERS		Mobile No	9703616181			
Colony	BOWENPALLY		Email Id	suki@gmail.com			
City	HYDERABAD						
State	ANDHRA PRADESH						
Duplicate Order							
Finish							
Delivery							
Close							
Old Order Details			Item Details				
SINo	Bill No.	Bill Date and Time	SINo	Item	Qty	Price	Total
1	5	12/Jun/2011 10:53:02 AM	1	SPRITE TIN	1.00	20.00	20.00
			2	DIET COKE TIN	1.00	25.00	25.00
			3	SPRITE PET BOTTLE	1.00	22.00	22.00
			4	FANTA PET BOTTLE	1.00	22.00	22.00
			5	MINERAL WATER	1.00	15.00	15.00

The above screen is where the Customer Details are captured in the Delivery module. Need to capture the customer's **[Phone No./Name /Address]** the field in red color are mandatory. If the customer is an existing customer then the details of the customer are automatically displayed on keying in his **[Phone or Mobile No.]** in the **<Phone Number>** column as shown in the above screen.

All his details including his previous transactions details (Bill & Item wise are displayed). As shown in the above picture.

As shown in the above screen, In case the customer wants to repeat a order from the [Old Orders] then just select the **order** from [Old Order Details] which needs to repeated and click on the **<Duplicate Order>** button, then all the item in available in the selected Old Order will be displayed and the same can be saved. Or

In case the customer wants to place a New Order, then click on the **<Finish>** button to proceed for the order entry. The following screen is displayed.

FlexiF&B-Basic

Business Date : June, 12 2011

Current Date : June, 21 2011

11:27:53 AM

Pos No

DELIVERY

Shift

Bill No

Date

SET SAMOSA

SNK SET

SPL COMBI

Menu Item

Rate

Qty

Amount

↑

Total Amt

↓

Menu #

F4

COMBI ITEMS

COOL DRINKS

FAST FOOD

PASTRIES

PUFFS

ROLLS

F6 - Delivery

CTRL+R - Reprint Bill

F7 - Save Order

CTRL+N - No Sale

CTRL+T - Tender

F10 - Pause

CTRL+P - Price Override

CTRL+Q - Quantity

CTRL+V - Void

CTRL+D - Discount

CTRL+B - Bill Cancellation

ESC - Cancel

Now you can start the order billing in this service by selecting the Department and respective Menu Items.

For Billing, select the desire **[Department]** button which will show all the **Menu items** of the selected **Department** on the right side of the screen.

To select the **Menu item**, click on the **Menu Item button** in the billing screen, the same will appear on the left side of the screen which is the billing area. By default every time you click the **Menu item** the Quantity is increased by 1.

To select a **Menu item** of different **Department**, click on the desired **Department** and select the **Menu item**, the selected items will be displayed as follows.

FlexiF&B-Basic

Business Date : June, 12 2011

Current Date : June, 21 2011

11:29:23 AM

Pos No

DELIVERY

Shift

Bill No

Date

CHICKEN PIZZA

CHIK BURGER

PASTRY

VEG SANDWICH

#	Menu Item	Rate	Qty	Amount
1	CHICKEN PIZZA	50.00	1.000	50.00
2	CHICKEN BURGER	80.00	1.000	80.00
3	VEG SANDWICH	54.00	1.000	54.00

↑

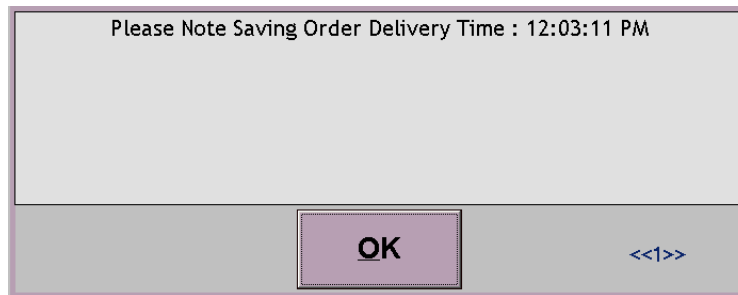
Total Amt

↓

Menu #

F4

Now, to save the order, click on the **<Save Order>** button, the following information is display with cautioning the **{Delivery Time}** which is a main factor in Delivery Service, the delivery time period can be defined in the setting, click **<OK>** button then the customer entry screen displayed back and the KOT is printed based on the settings you have chosen.



Once the menu items are ready for delivery, then you can click on the **<Delivery>** button, then the following screen with the pending orders will be displayed.

S...	Order Time	Out Time	Elapsed	Phone	Customer Name
☐ 1	10:55:39 AM	10:55:40 AM	00:00:01	9849...	ANANDSINGH
☐ 2	10:57:09 AM	10:57:09 AM	00:00:00	9849...	ANANDSINGH
☐ 3	11:33:11 AM	11:33:11 AM	00:00:00	6544...	SUKMOHAN SI...

From the above screen, select the order to be dispatched from the list of orders and then click on the **<Assign Rider>** button. (You can also select multiple orders to be delivered by a single Rider). The following screen is displayed with the available Riders and there Status.

Riders		
C...	Rider Name	Status
RAJ	RAJ	Free
SH	SHEKAR	Free

Ok

Cancel

Select the **Rider** you want to assign and click on the **&ltOk>** button to display the order details as shown below

Once the Orders are assigned to the riders, the system will display the list of orders assigned to the selected Rider and order details. And also with a provision for Remarks.

SI No	OrderTime	OutTime	CustName	PhoneNo	BillNo	Bill Amt	Tax	Discount	DeliveryCha	Remarks
1	11:33:11 AM	11:40:20 AM	SUKMOHAN S	65443018	8	184.00	25.76	0.00	0.00	

SI No	1	Bill No	8	Bill Amount	0.00	Discount	0.00	Tax	0.00	
Remarks									Net Amount	0.00

Buttons: Ok, Add Item, Load Items, Cancel

In case you need to type any remarks for the rider, you do so and click on the **<Ok>** button. Based on the confirmation and the setting you have made the following screen is displayed

Do you want to print the bill ?

Buttons: Yes, No

Click on the **<Yes>** button to print the bill or **<No>** button to save without printing.

Delivery Tender

Once the Rider is returned after delivery of the order. To tender the same, click on the **<TENDER>** button on Customer information screen and the following screen is displayed.

Bill ...	Rider Name	Orde...	Out ...	Time...	Tele...	Customer Name
7	RAJ	10:5...	11:4...	00:48...	9849...	ANANDSINGH
8	RAJ	11:3...	11:4...	00:09...	6544...	SUKMOHAN SINGH

Buttons: Delivery Tender, Add Items, Load Items, Close

From the above screen, select the **Bill** which you want to Tender and click on the **<Delivery Tender>** button, then the Tendering screen will be displayed.

For the Tendering process, Refer to **Page No.20/21 – Single & Multiple mode Tender**

PICKUP SERVICE

In this service also telephonic orders are booked, but the customer will come to the store and Pickup the Item. In this service first order is Booked / KOT is printed / Food is prepared and the same is packed.

When you open the application and enter the USER ID /Password, you will be logged into the billing mode. The following screen will be displayed.



To Start the Billing, Click on the **<PICK-UP>** button to transact in this mode, the following screen is shown, which is a customer details entry screen.

Customer Info			Sales Info				
Phone Number	65443018		Customer Since	21/Jun/2011			
Customer Code	C4		Average Order	104.00			
Customer Name	SUKMOHAN SINGH		Transactions	1			
			Last Order	12/Jun/2011			
			Amount Spent	104.00			
			Last Order Amt	104.00			
Delivery Address							
House No	FLAT NO.103		Duplicate Order Finish Tender Close				
Street	NIRMAL TOWERS						
Colony	BOWENPALLY						
City	HYDERABAD						
State	ANDHRA PRADESH						
	Zip	500011					
	Mobile No	9703616181					
	Email Id	suki@gmail.com					
Old Order Details			Item Details				
SINo	Bill No.	Bill Date and Time	SINo	Item	Qty	Price	Total
1	5	12/Jun/2011 10:53:02 AM	1	SPRITE TIN	1.00	20.00	20.00
			2	DIET COKE TIN	1.00	25.00	25.00
			3	SPRITE PET BOTTLE	1.00	22.00	22.00
			4	FANTA PET BOTTLE	1.00	22.00	22.00
			5	MINERAL WATER	1.00	15.00	15.00

The above screen is where the Customer Details are captured in the Pickup module. Need to capture the customer's [Phone No./Name /Address] the field in red color are mandatory. If the customer is an existing customer then the details of the customer are automatically displayed on keying in his [Phone or Mobile No.] in the **<Phone Number>** column as shown in the above screen.

All his details including his previous transactions details (Bill & Item wise are displayed). As shown in the above picture.

As shown in the above screen, In case the customer wants to repeat a order from the [Old Orders] then just select the **order** from [Old Order Details] which needs to be repeated and click on the **<Duplicate Order>** button, then all the item in available in the selected Old Order will be displayed and the same can be saved. Or

In case the customer wants to place a New Order, then click on the **<Finish>** button to proceed for the order entry. The following screen is displayed.

Now you can start the order billing in this service by selecting the Department and respective Menu Items.

For Billing, select the desire [Department] button which will show all the Menu items of the selected Department on the right side of the screen.

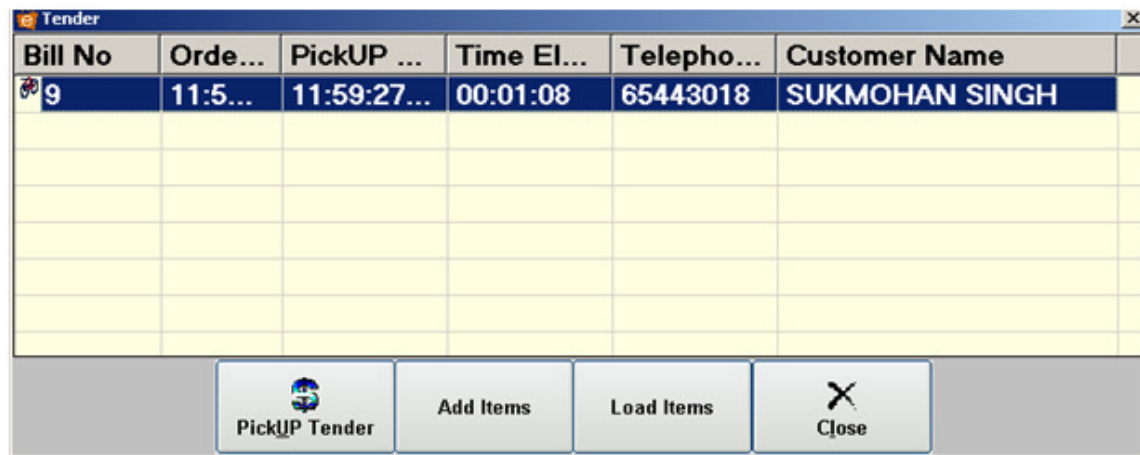
To select the Menu item, click on the Menu Item button in the billing screen, the same will appear on the left side of the screen which is the billing area. By default every time you click the Menu item the Quantity is increased by 1.

To select a Menu item of different Department, click on the desired Department and select the Menu item, the selected items will be displayed as follows.

Now, to save the order, click on the **<Save Order>** button, the following information is display with cautioning the {**Delivery Time**}, click **<OK>** button then the customer entry screen displayed back and the KOT is printed based on the settings you have chosen.

PICK-UP TENDER

When the customer comes for the pick-up, click on the **<Tender>** button on Customer information screen and the following screen is displayed



Bill No	Orde...	PickUP ...	Time El...	Telepho...	Customer Name
9	11:5...	11:59:27...	00:01:08	65443018	SUKMOHAN SINGH

PickUP Tender Add Items Load Items Close

At this screen, select the **Bill** you want to Tender and click on the **<Pick-up Tender>** button. Then the Tendering screen will be displayed.

For the Tendering process, Refer to **Page No.20/21 – Single & Multiple mode Tender**